



## Adobe Creative Cloud for staff

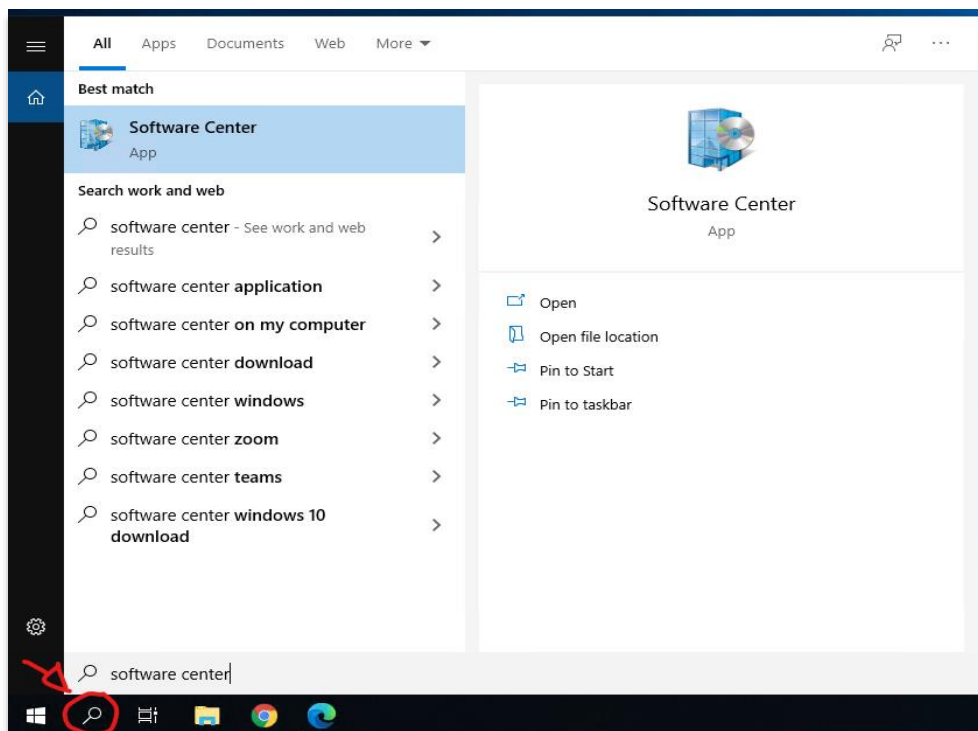
The Adobe Creative Cloud (Adobe CC) **Desktop App** is a portal on the desktop, to access the Adobe CC applications. Adobe CC applications such as Acrobat and Photoshop will need to be downloaded and installed from within this **Desktop App**.

You are not required to have admin rights to install the Adobe CC applications from within the **Desktop App**, but it will download and update directly and from the Adobe Cloud, not ENU.

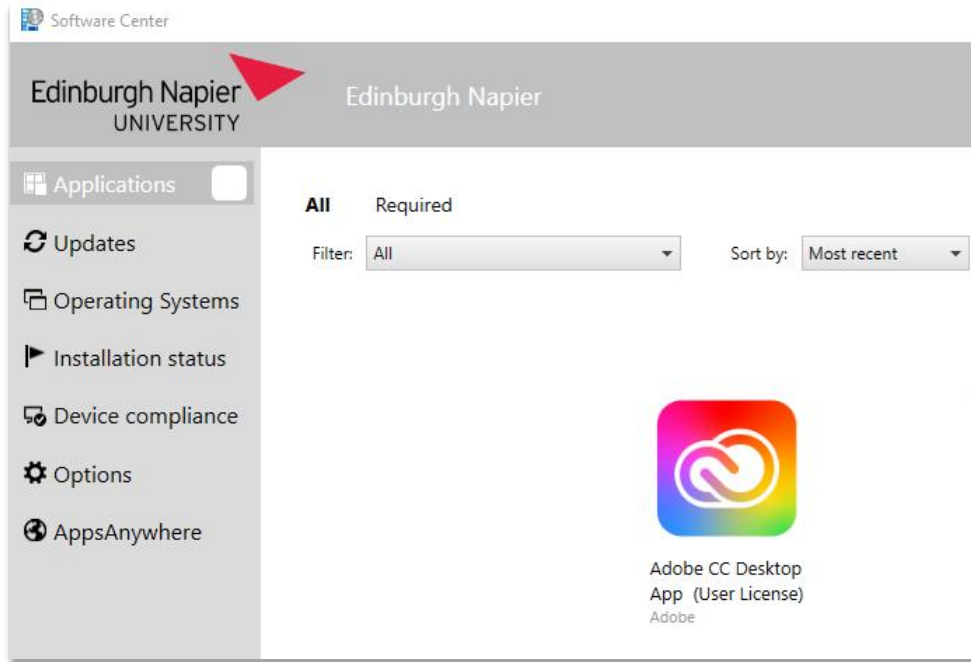
To use and install the Adobe CC applications, you are required to be licensed with the **All Apps Complete Plan for staff**. If you haven't been set up, or you are not sure, please contact the IS Service Desk: <https://staff.napier.ac.uk/services/cit/ContactUs/Pages/ContactUs.aspx>

## Installation of Adobe CC

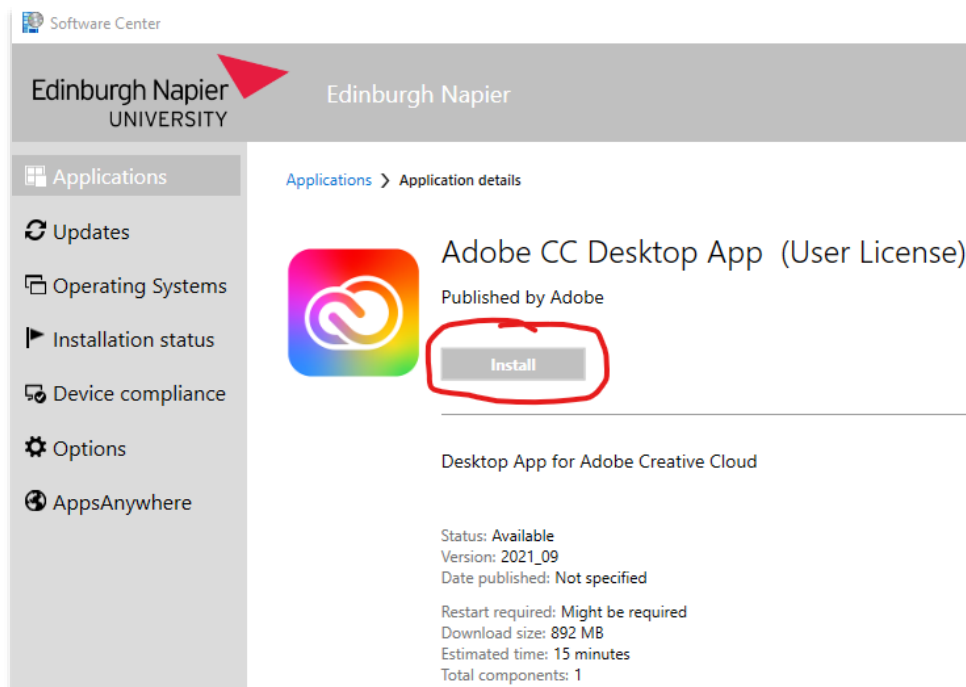
- Ensure that **SITS** and all **Office** applications (especially **Outlook** and **Word**) are closed on your PC.
- The **Desktop App** will be locally installed by using the Software Center platform that is already on our Windows image.
- In the Search Toolbar (magnifying glass icon) on the bottom left corner of the Windows screen, type in **Software Center** (American spelling), and **double click** on the app in the matching results to open.



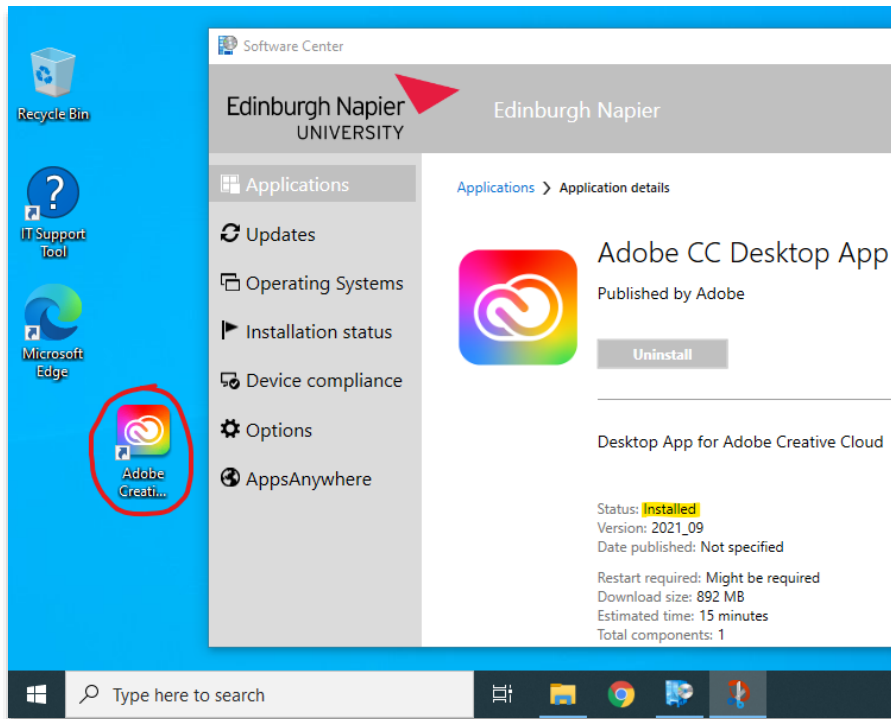
- The Software Center will open. In the Applications tab, locate the **Adobe CC Desktop App (User License)** installer.



- **Click on the Adobe CC Desktop App icon** to go into the Application details page.
- **Click on the Install button** to start the installation.



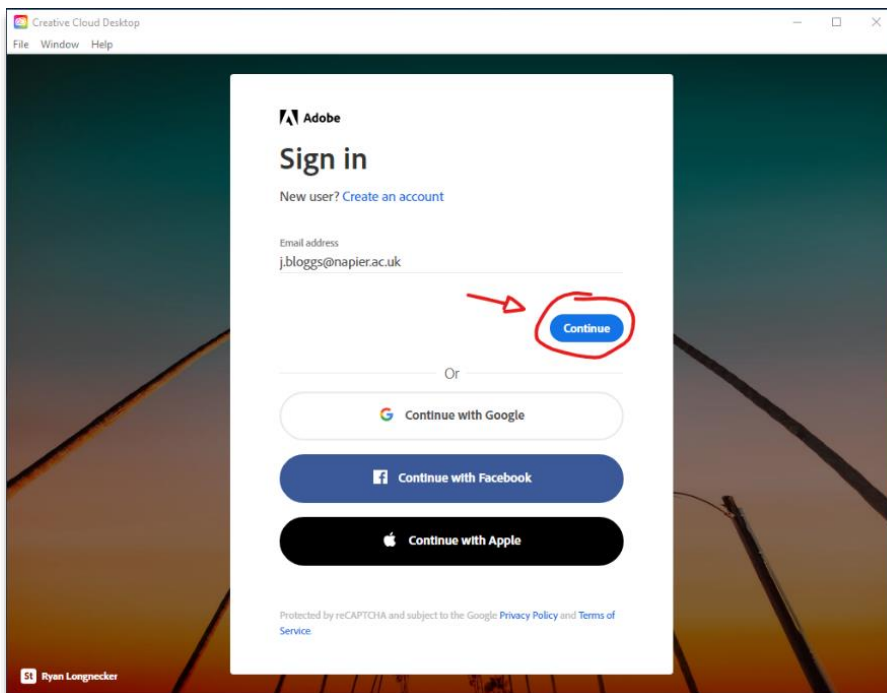
- The **Desktop App** will start to download then install locally onto the computer.
- When installation is complete. You can close the Software Center window.
- To open the **Desktop App**, click on the **Adobe Creative Cloud** shortcut on the **Desktop** or in the **Start Menu**.



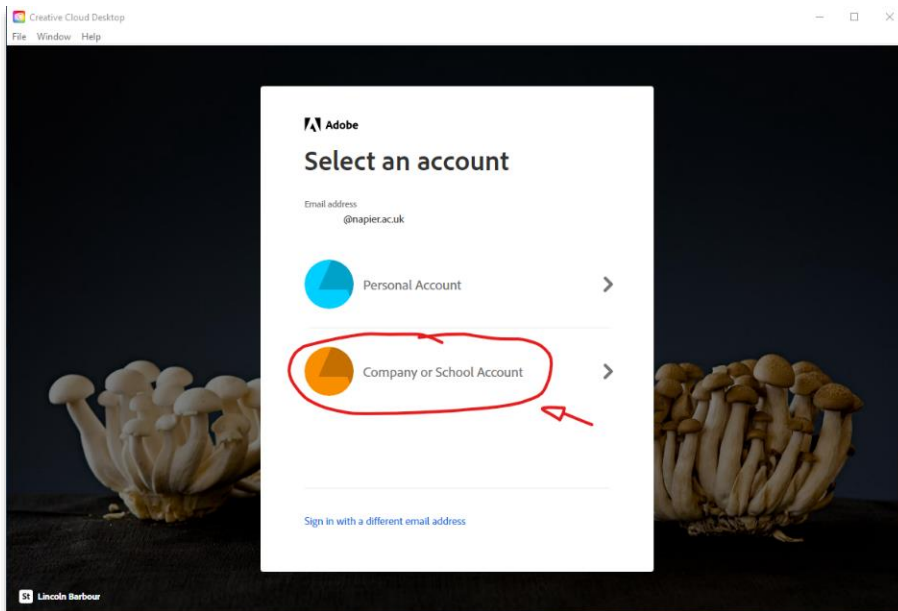
## Signing in to Adobe CC

When the **Desktop App** is run for the first time, you will be requested to sign in with your Edinburgh Napier University email address to verify you are licensed.

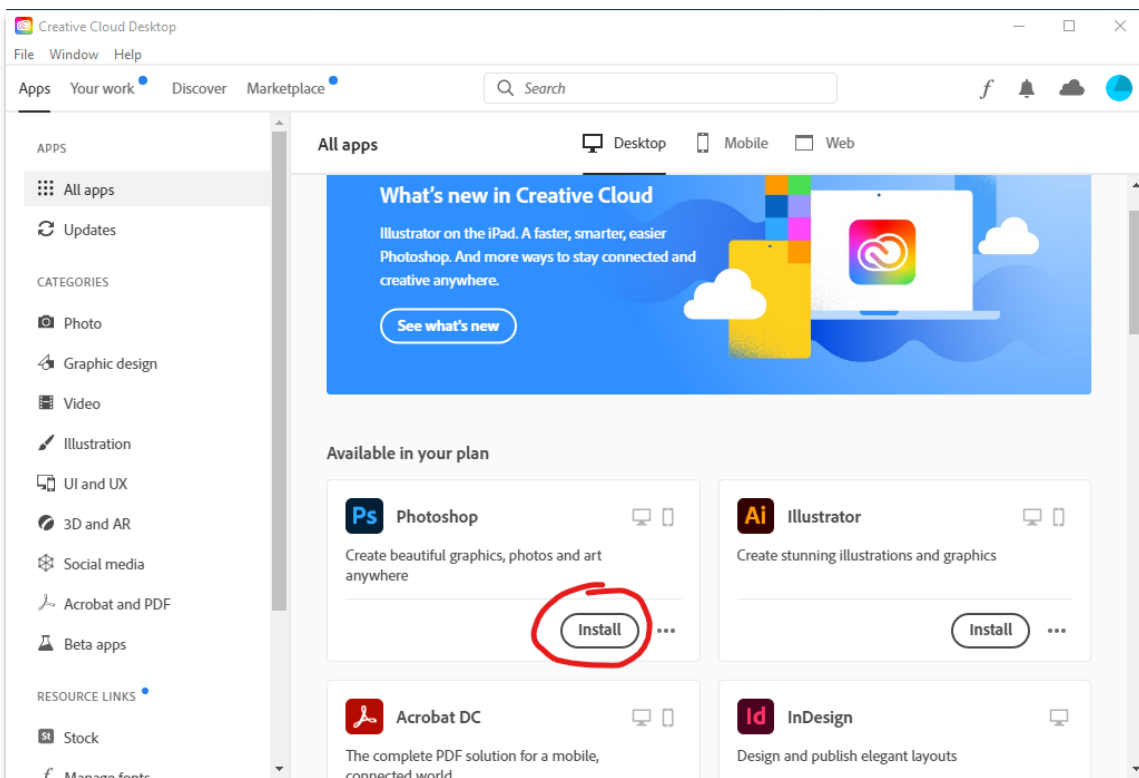
- Sign in with your ENU email address (ensure you are logged in to the device with the same ENU account related to the email address). Then select **Continue**.



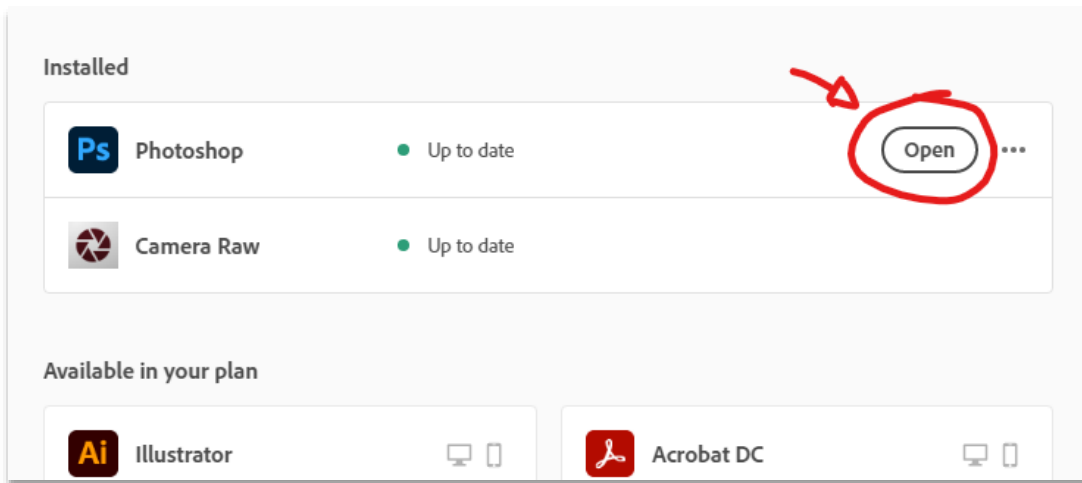
- Select the **Company or School Account**. The ENU Single Sign On process may prompt you to sign you in. If not, enter your **ENU Account** password.



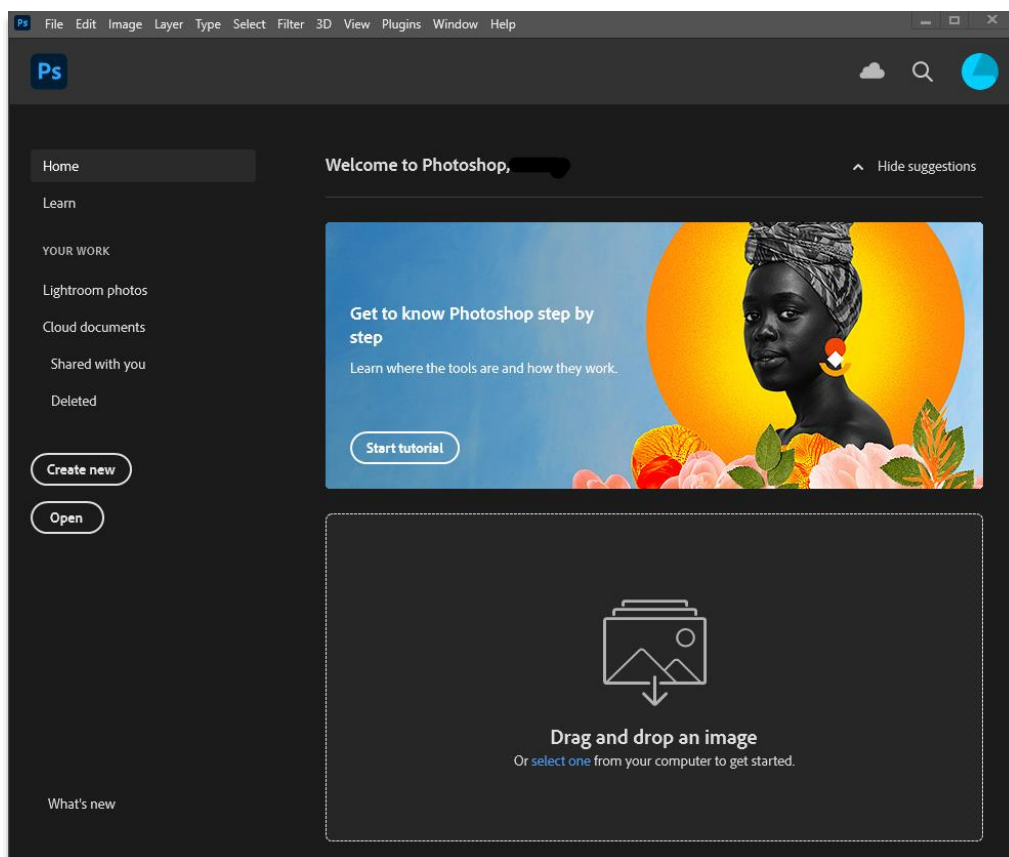
- Once signed into the **Desktop App**, you will see options to install the Adobe apps of your choice.
- Select **Install** on the desired Adobe app you would like to use. The Adobe app will start to download and install on your device.



- When the Adobe has completed installing, select **Open** to run the application.



- The Adobe app will run with you signed in.



## Additional notes - Adobe desktop app

The Adobe Creative Cloud **Desktop App** uses the “user license” method of authenticating our ENU staff users. (The student machines use a “shared device” method, to allow any ENU member to access Adobe).

Whilst this gives extra benefits such as a limited Adobe cloud space & features, please be aware that each user is allocated only **2** sign ins. This means that you may be prompted to sign out of a device before being able to sign into another device if you are signed in elsewhere.